

# EXPEDITED SERVICE REQUEST

Office of the Secretary of the State  
30 Trinity Street / P.O. Box 150470 / Hartford, CT 06115-0470 / Rev. 02/01/2001

*See reverse for instructions*

Space For Office Use Only

[illegible]

## INSTRUCTIONS

1. Print or type the name of the business, which is the subject of the request.
2. Print or type the name and address of the requesting party. Documentation will be mailed to this address.
3. Print or type Customer ID (if applicable). By checking the box you are hereby authorizing debit of your account.
4. **Mail:** Documentation will be mailed to the **requesting party** at 4:00 PM on the following business day.

**Pick Up:** Documentation must be picked up **before 4:00 PM** on the following business day or it will be placed in the outgoing mail and **cannot** be retrieved.

The request will be completed within twenty-four hours of receipt. If the **twenty-four hour period ends on a Saturday, Sunday, holiday, or day on which the Commercial Recording Division is not open for business**, the twenty-four hour period is extended to the appropriate hour of the next business day on which the Commercial Recording Division is open for business.

5. **Expedited Fee is \$25.00 PER TRANSACTION** – For example: Review of a document filing and issuance of a confirmation letter is one transaction while a request for a certified copy is another transaction.

**EACH EXPEDITED SERVICE THAT IS REQUESTED ON THE REVERSE SIDE MUST BE PAID FOR WHEN THE REQUEST IS MADE.**

Please note that each time a document is reviewed on an expedited basis and rejected, the \$25.00 expedited fee will be **forfeited**. Therefore, if documents are to be expedited upon re-submission, an additional \$25.00 expedited fee must be resubmitted along with the documents.